



Department of Procurement Services  
Property Control Equipment Turn In/Work Order Request Form

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This form is used to update departmental inventories by removing, adding, or updating items within departmental responsibility. It also initiates a work request to move items from the initiating department's location to the Property Control Warehouse.

If you are turning in a computer or laptop, please contact your TSP for assistance with the disposal of data. Certification for compliance with the ITS current [Hardware Disposal Procedure](#) and [IT Asset Control Standards](#) is required below and